

# **Isle of Wight Council Adult Community Learning Service Subcontracting, Fees and Charges Policy 2020/21**

## **1. Policy Statement**

The Adult Community Learning Service is part of the Corporate Services Directorate of the Isle of Wight Council. The Service is funded through external sources including the Education and Skills Funding Agency to provide post-19 learning programmes. The Service delivers a range of learning opportunities, including non-accredited Community Learning, introductory and short programmes, and Entry, Level 1 and 2 accredited Adult Education Budget provision.

The Isle of Wight Council is committed to growing and diversifying the range of courses it delivers to widen participation, delivering to niche markets, engaging in new and emerging markets and meeting the regional and local economic development agenda. In order to achieve this, it has taken the strategic decision to subcontract part of its provision to partner organisations who work at the heart of their communities, who may be working with disadvantaged adults or providing specialist provision that is not delivered by the IW Council Team. Partners will also demonstrate high quality delivery and targeting learning for the most vulnerable.

## **2. Scope**

This policy applies to all supply chain activity supported by funds supplied by the Education and Skills Funding Agency or any successor organisations. This includes provision subcontracting where there is the delivery of full programmes by the subcontractor. The Isle of Wight Council retains full accountability for contract delivery.

## **3. Overarching Principle**

In line with the Adult Community Learning Quality Assurance Framework, The Isle of Wight Council is committed to the overarching principle to optimise the impact and effectiveness of service delivery to learners by:

- Adhering to the principles of the Ofsted Education Inspection Framework.
- Aligning our processes with the Association of Employment and Learning Providers Supply Chain Management Guide.
- Undertaking fair and transparent procurement activities and conducting robust due diligence procedures.

## **4. Subcontracting and Commissioning Process**

The Isle of Wight Council operates a 2 stage commissioning process to establish a provider network that offers high quality teaching and learning. Prospective subcontractors will complete a Pre-Qualification Questionnaire (PQQ) to ensure there are no grounds for exclusion from delivery and that partners are experienced

enough to realistically deliver all statutory and service expectations as outlined in the Commissioning Prospectus.

Providers who are successful at the PQQ stage will be invited to apply for funding by submitting a business case. Applications for funding will be assessed by the ACL commissioning panel on an annual cycle and will ensure that the subcontracting will be in the best interests of all parties.

We will ensure that:

- The proposed delivery is in the best interests of learners and employers
- The proposed delivery has a clear strategic fit with our mission, objectives and values
- There is sufficient expertise within the Isle of Wight Council to quality assure the provision
- There is sufficient staff resource in support areas to administer the processes
- The Subcontractor is approved by our due-diligence process
- There is sufficient funding available within our funding contract
- The Subcontractor agrees to work within the terms of their contract

## **5. Improving the Quality of Teaching and Learning**

Subcontracted partners will be expected to meet The Isle of Wight Council quality assurance standards. The Isle of Wight Council is also committed to supporting, developing and sharing good practice and professional development of staff through quality reviews, operational meetings, observations of teaching and learning and learner feedback.

The quality of the provision will be monitored and managed through our existing quality improvement processes and the Isle of Wight Council's Self-assessment Report / Quality Improvement Plan, ensuring continuous improvement in all parts of the learner journey. Recipients must meet requirements defined within contracts including: -

- Providing written progress reports to the nominated officer at the end of the autumn, spring and summer terms. At the end of the grant period the recipient will complete an end of project report as required by the funder. The progress report will include evidence of impact on learners participating in programmes and report on delivery and how well the recipient has met a number of agreed performance measures. This will be followed by a termly monitoring meeting with the funder's nominated lead officer.
- Termly meetings between the recipient and the nominated lead officer will identify any issues and variations to the programme and the delivery of its outcomes, objectives and undertakings. This is in order that the nominated lead officer can ensure compliance with the terms and conditions attached to the grant and take action where necessary.
- Recipient will ensure programmes meet quality assurance standards informed by the Ofsted Common Inspection Framework. Recipient will ensure that all

tutors are issued with the Tutor Handbook and complete the standard documentation to ensure that the courses meet the minimum standards for quality. Recipient will comply with the requirements of the overall Isle of Wight Council policies and procedures as outlined in the Tutor Handbook.

- Ensuring that tutors hold a recognised teaching qualification. Tutors should also participate in Continuous Professional Development activities each year.
- Ensuring that all delivery staff have undertaken a Disclosure and Barring Service check where working with children or eligible vulnerable adults. The funder reserves the right to exclude tutors who it feels represent a risk to our clients.
- Allowing Council Officers, the Skills Funding Agency, the Secretary of State, Ofsted Inspectors and commissioned external consultants the right to visit all or any sites and view operations relating to the provision, inspect relevant documents, financial and learner data, observe teaching and learning and interview learners and staff.
- Implementing the Adult Community Learning Service fees and remission policy where applicable.
- Providing some standardised course file information such as scheme of work and lesson plans; staff and venue information; enrolment forms and Individual Learning Plans which recognise and record progress and achievement, and learner evaluation surveys. This information is shared with the Skills Funding Agency and Ofsted.
- Submitting accurate management information paperwork about the programmes to the service within 1 month of a course ending. This will include: -

**Course details** such as title, delivery venue/address, session dates and times, tutor, location, fees, provision type / funding source and minimum / maximum enrolment numbers. Recipient will also be required to keep scheme of work and lesson plans on file.

**Course information sheets** which provide learners with information about their course and additional information and advice and guidance on progression options.

**Learner & enrolment records** containing personal details, which as a minimum should include name, address, postcode, contact phone number, ethnicity, date of birth, gender, learning difficulty / disability status, prior attainment levels and last in formal learning.

**Registers** to show attendance and completion data

**Achievement data** including Individual Learning Plans to recognise progress and achievement against course objectives and individual learner goals.

**Financial data** including any fees paid and any details of remissions or concessions

Recipients will support the completion of **learner evaluation** surveys

- Attending Learning Network events in order to contribute to curriculum development and work in collaboration with other providers to develop a co-ordinated island wide programme of learning opportunities for adults and families with clear progression routes
- Encouraging the use of e-learning to engage learners, enhance learning and support the assessment process where appropriate.

## **6. Support provided by IWC**

The exact mix and level of support for each subcontractor will vary depending on the needs of the individual subcontractor. However, they will receive a high level of support and guidance and access to The Isle of Wight Council systems, including:

- Quality management systems
- Certification and registration with awarding bodies if required
- Management Information Services and data control advice
- Audit of management systems and delivery and observation of teaching, learning and assessment
- Safeguarding of Young People and Vulnerable Adults procedures
- Health and Safety compliance
- Teaching, Learning and Assessment observations and coaching
- CPD Opportunities and planned training and development
- Policy development
- Support with Funding Rules compliance
- Regular national updates regarding funding and policy guidance
- Adult Community Learning Network Meetings
- Equality and diversity support

## **7. Management Fees**

The Education and Skills Funding Agency provides grant funding to the Isle of Wight Council through the Adult Education Budget. 83% of this funding is used to deliver non-accredited community learning. 17% is used for adult skills qualifications funded at the rates defined in the learning aims database and ESFA funding is dependent on successful outcomes.

Currently, the Service does not sub-contract its accredited (Adult Education Budget) provision and therefore does not retain any percentage of the earned qualification income. If the Service subcontracts AEB in the future it will retain 20% of the contract value to cover staffing and associated support costs.

The funding allocated to providers is compared with the Single Activity Matrix, the notional funding value the Service would achieve from its ESFA grant.

There are management costs in meeting the requirements of the ESFA contract, Ofsted quality standards, awarding body standards for qualifications and managing and supporting sub-contractors. Itemised costs are as follows:-

- ACL Service management and administration (£59,000)
- Contract management and procurement process (£16,000)
- Compliance and performance monitoring (£20,000)
- Quality system development, monitoring and support (£22,000)
- Accreditation support – IV, EV and accrediting body certification costs (£21,000)
- Data entry, validation and Individualised Learner Record submission (£18,000)
- Management Information (MI) System management and support (£11,000)

Currently these central costs account for approximately 45% of the Service budget.

## **8. Payment Terms**

- Payments are made on an academic year basis in two instalments (September / February) following agreement and compliance with the Funding Agreement issued by the Isle of Wight Council.
- Payments are made by BACS within 28 days of receiving an invoice.
- The Isle of Wight Council expects that the subcontractors will fully engage in the assessment of accuracy of payments and they therefore have the responsibility to review their remittance advices to identify any inaccuracies.
- The grant should only be used as set out in the application for grant funding and is limited to the funding of the agreed programme and related goods and services. The IW Council can at any time ask to see evidence that the Grant is being used as intended, and the recipient will supply any requested evidence or information.

## **9. Policy Communication**

The Policy is available on-line and can be made available in alternative format upon request.

The Policy will be discussed with all current and future subcontractors during contract negotiation meetings and reviewed at least annually in July of each year. Any changes will be notified to subcontractors as part of their regular performance review or via separate correspondence.

**10. 2020/21 Subcontractors**

<b>Sub-Contractor Name</b>	<b>UKPRN.</b>	<b>Funding Allocation</b>	<b>Funding Retained for Management Costs</b>
Bodster Equine Assisted Learning Centre	10081983	£5,358	0
The Crossley Company	10054689	£12,000	0
The New Carnival Company	10035543	£3,530	0
Coralesce Ltd.	10054536	£4,000	0
Nature Therapy CIC	10055683	£2,500	0
Vectis Radio		£4,500	0
Pan Together	10086990	£2,363	0
Aspire	10084438	£2,000	0